

## CONTRACT FOR AIRPORT MASTER PLAN UPDATE WITH AN AERONAUTICAL SURVEY

Contract No. 2016-02

This Contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Coffman & Associates, Inc. at 4835 E. Cactus Road, Suite 235, Scottsdale, AZ 85254.

WHEREAS, the City of Flagstaff desires to receive, and Contractor is able to provide materials and/or services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the parties agree as follows:

1. Scope of Work: Contractor shall provide the materials and/or services generally described as follows:

### AIRPORT MASTER PLAN UPDATE WITH AN AERONAUTICAL SURVEY

and as more specifically described in the scope of work attached hereto as Exhibit A.

2. Compensation: In consideration for the Contractor's satisfactory performance, City shall pay Contractor the compensation described in Exhibit A. Any price adjustment must be approved in writing and approved by the parties. The City Manager or his designee (the Purchasing Director) may approve an adjustment if the Contract price is less than \$50,000; otherwise City Council approval is required.
3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as Exhibit B are hereby incorporated in this Contractor by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A.
4. Insurance: Contractor shall meet insurance requirements of the City, set forth in Exhibit C. [OPTION: If no insurance required, replace sentence and type "Reserved.]"
5. Contract Term: The Contract term is for an initial period of 3 years, commencing on \_\_\_\_\_, 2016 and continuing through \_\_\_\_\_, 2016.
6. Renewal: This Contract may be renewed or extended for up to two (2) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.
7. Notice. Any formal notice required under this Contract shall be in writing and sent by certified mail and email as follows:

To the City:

To Contractor:

Damian Gallegos  
City of Flagstaff  
211 W. Aspen  
Flagstaff, Arizona 86001

Jim Harris  
Coffman & Associates, Inc.  
4835 E. Cactus Road Suite 235  
Scottsdale, AZ 85254

dgallegos@flagstaffaz.gov

With a copy to:  
Damian Gallegos

With a copy to:  
Jim Harris

8. Authority. Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

CONTRACTOR

\_\_\_\_\_

Print name:\_\_\_\_\_

Title:\_\_\_\_\_

CITY OF FLAGSTAFF

\_\_\_\_\_

Print name:\_\_\_\_\_

Title:\_\_\_\_\_

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney's Office

Notice to Proceed issued:\_\_\_\_\_, 2016

**EXHIBIT A**  
**SCOPE OF WORK**

[ATTACH: Scope of Work described in Solicitation, including any Special Terms and Conditions (specific to this Contract), Specifications, and/or Contractor's response to Solicitation as accepted by City; approved Compensation and Schedule for Performance]

**EXHIBIT B**  
**STANDARD TERMS AND CONDITIONS**

[ATTACH: City of Flagstaff Standard Terms and Conditions]

**EXHIBIT C**  
**INSURANCE**

[ATTACH: City insurance requirements]